



DEA Career Gateway by USA Staffing

How to Create an Account in Application Manager

1. To create your account in Application Manager; go to <https://www.applicationmanager.gov> to access Application Manager. If you attempt to apply to a DEA job via USAJobs you will be automatically taken to Account Manager.

Create an Account:

Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)

Check out our [Quick Start Guide](#).

Create an Account

2. Click "Create an Account".

Create an Account

Email → User Name → Security Info

Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.

Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.

Please enter your email address. You will be able to check multiple addresses.

Email:

Check for account

3. Enter your email address and click "Check for account" to verify that you do not have an existing user account on file.

Create an Account

Email → User Name → Security Info

No active accounts found. Please select an email address to use for your Application Manager account. Your selected address will receive status notifications for your applications, confirmation messages, and will serve as identification in case you forget your login credentials.

Select one:

☒ Jane.X.Doe@usdoj.gov

Create account with this address

4. Click in the radial button in front of your email address and click "Create account with this address".



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Create an Account

Email → **User Name** → Security Info

Create a user name for your Application Manager account.

User Name:

5. Enter a user name and **click** “Create user name”.

Create an Account

Email → User Name → **Security Info**

Create a password to access your Application Manager account.

New Password:

Retype Password:

6. Enter a password in the “New Password/Retype Password” boxes and **click** “Submit”.

Your password must:

- ✗ Be at least 8 characters long
- ✗ NOT be part of your user name
- ✗ Retype must match original
- ✗ **Include 3 out of the 4 attributes:**
 - ✗ Upper case (A-Z)
 - ✗ Lower case (a-z)
 - ✗ Numbers (0-9)
 - ✗ Special Character (#@\$%^&=?)

Note: When all password requirements are met; ✗ will become ✓

Create an Account

Email → User Name → **Security Info**

Choose your Secret Question
Please select a question you want us to ask you if you forget your password, and then give the answer.
[\(Explain this.\)](#)

Secret Question: *
- Please make a selection. -

Your Answer:

Retype Answer:

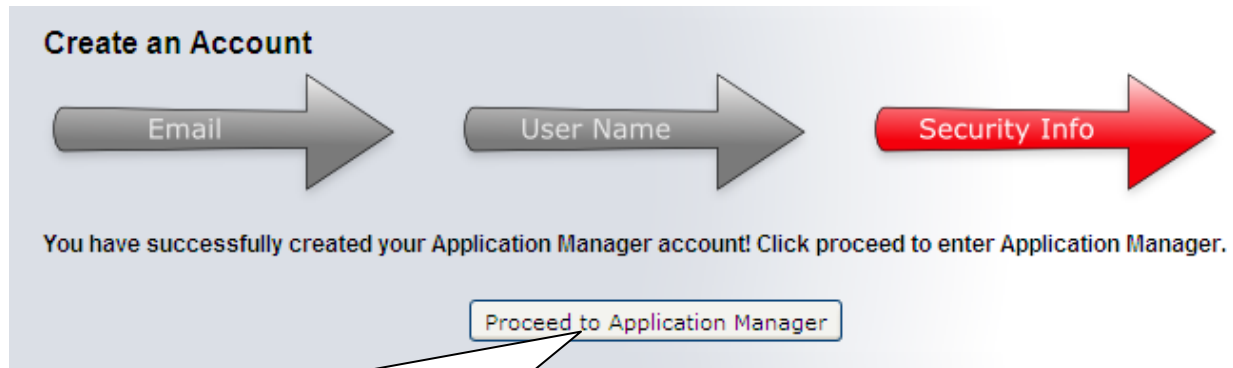
7. Select a question from the “Secret Question: *” drop-down, **enter** the answer in “Your Answer/Retype Answer” boxes, and **click** “Submit”.

Note: Keep your answer to your Secret Question in a safe place. You will need to provide the answer to your Secret Question if you forget your password.



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8. You will receive a message indicating your account with Application Manager was successfully created. Click *"Proceed to Application Manager"* to continue to the Application Manager Main Page.

9. Now, that your Application Manager account has been successfully created, you may now search for DEA job opportunities by visiting [USAJobs](#).
10. Remember, to store your [USAJobs](#) and [Application Manager](#) user names and passwords in a secure location.